

Welcome to the Pre School Room



'The year before school'

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Staffing

The ratio of staff to children is 1:8.

Senior Nursery Nurses

Clare Atkinson- Monday, Tuesday, Wednesday all day and (SENCo) Special Educational Needs Coordinator on Thursday mornings

Joanne Howard- Thursday and Fridays

Nursery Nurses

Sarah Wale- Full time - Maternity leave

Chyanne Dunn- Covering Maternity

Louise West- Thursday and Fridays

Nursery Assistant

Ceri Smith- Monday, Tuesdays and Wednesdays

Qualifications and Experience

Clare joined The Nursery in June 1999 as a part-time Nursery Assistant and worked afternoons in the Pelican Room where she gained her Diploma in playgroup practice. Clare completed her NVQ Level 3 in Early Years and Education in November 2002 and was promoted to Nursery Nurse.

In April 2005 Clare took on the role of (SENCO) 'Special Educational Needs Co-ordinator' working with children who may have an additional need, liaising with their parents, outside other professionals and alongside the children's key person. In 2004 Clare covered as Full time Senior Nursery Nurse and in November 2005 Clare was promoted to permanent part time Senior Nursery Nurse. Clare gained her NVQ4 in Children's Care, Learning and Development in July 2010.

Jo joined the nursery in January 1994. She has previously worked in the Squirrels den, Duckling and Caterpillar rooms. In September 2002 she returned to the Squirrels den and was promoted to Senior Nursery Nurse working part time after the birth of her daughter. In 2011 Jo went to work as a senior involvement worker at Sawston/Linton family centre. Jo then returned to the nursery in October 2012 to join the Pre School room as part time Nursery Senior on Thursdays and Fridays.

Sarah joined the nursery in 2008 and worked part time in the Squirrels den, then worked full time in the room until 2012. Sarah had previously worked at Butlins as a Nursery Nurse/Children's entertainer. Sarah works full time in the Pre School room, she gained her NVQ Level 3 in 2007 and her Playworker NVQ Level 3 in 2010.

Louise West joined the nursery in 2005 as full time Nursery Nurse in the Squirrel's den, then after the birth of her son, continued as a part time Nursery Nurse, then moved to the Ducking room as part time Senior before leaving on a career break in 2010. Louise returned to the nursery in September 2014 as part time Nursery Nurse in the Pre School room.

Ceri joined the nursery in September 2013 as a part time Nursery Assistant; she previously worked at the Babraham Institute for BSU and holds a Level 3 in Playwork. Ceri is now working towards her NVQ Level 3.

Chyanne worked as a Nursery Nurse and nanny before joining the nursery in 2012 as a roving member of staff. Chyanne has worked in Pre School and the Ducklings room in the past and she is now once again in the Pre School room covering maternity leave. Chyanne is also deputy chair of the Sawston youth group.

The Pre School Room

The Pre School room is a large new building that overlooks the nursery garden. It has two large doors opening directly into the garden. This allows lots of natural light into the room, and offers the children the opportunity to use free flow play for most of the day. Colourful displays around the room show off the children's interests and art work, and as much of the equipment as possible is stored at the children's level. This encourages independent selection of the resources they would like to use and helps them to be fairly independent when tidying the activities away. All toy boxes have corresponding pictures and written labels on them to enable children to recognise the box they need.

During free-play sessions the room is divided into the following areas:

- Book corner
- Constructional toy area
- Free-drawing
- Imaginative area
- Messy play-Sand / water play and creative
- Fine motor
- ICT area
- Small world play
- Mathematical
- Knowledge of the world



The Pre School bathroom is situated within the room which contains 2 partitioned low level toilets and a low level urinal with a sink. There are 2 low level handbasins with a hand towel dispenser next to them. Children are encouraged to use the bathroom independently and are supervised when necessary. The group as a whole all go to the bathroom at designated times (see daily routine) and are always supervised by staff at these times.

A 'write-on / wipe-off' board is situated inside the room where important information is recorded for parents. A parent notice board is also situated outside the Pre School room in the main entrance, displaying information.

Pre School aims to promote each child's interests and independence in preparation for the school transition and the room. Topics are focused on learning the sounds of the week and are also based around the children's interests.

Daily Routine

A guide to the Pre School room routine is as follows:-

- 8.45 am Nursery opens.
- 8.45-9.30 Children arrive and are settled into the free play/free flow session and are encouraged to use the self-registration tree, children can also use the small outdoor free flow space.
- 9.35 am Free flow play, children have the opportunity to investigate the garden area or visit other rooms independently.
- 9.30-11.00 Rolling snack is available
- 11.15 am Tidy up time followed by letter of the week discussion/Group time and a story.
- 11.45 am Bathroom time and hand washing for lunch.
- 12.00 Lunch time.
- 12.45pm Quiet time and Free play
- 2.15pm Children have free access to the Rolling snack.
- 3.00pm Garden time
- 3.40pm Garden time finishes

3.45pm Bathroom and hand washing

4.00pm Tea time.

4.45pm free play/Free flow session.

5.30pm- Tidy up and Story time.
5.45pm

5.45pm Nursery closes
(5.15pm on a Friday)

Eating

Nursery provides your child with food and drink for the day. All food is prepared and cooked on the premises by our full-time cook /caterer.

We operate a 'rolling snack' where children are able to independently access their snack during the morning and afternoon free play sessions. This comprises of a healthy snack such as fruit, vegetable sticks or bread sticks and a cup of milk or water.



At lunch-time, all the downstairs children sit together in small family groups. Staff serve up the meal to the children directly and each child is encouraged to try a small portion of their meal. There is often enough left for 'seconds' for healthier appetites! Fruit is offered as an alternative to dessert. In Pre School children are encouraged to be lunchtime helpers to encourage their independence, they help to lay the table and clear away the dishes, with the support of an adult. The whole nursery sits together for tea in small family groups and any siblings have the option to sit together.

Good hygiene practices are encouraged before each mealtime when children wash their hands in the bathroom and at the end of each meal the children each have a disposable flannel (provided by nursery) to clean their hands and faces with.

Menus are displayed on the notice board in the hall nearest the cloakroom and copies are available from the office. If your child has any vegetarian, medical or cultural dietary needs please inform the nursery in writing and our cook will be pleased to prepare a suitable alternative meal. The whole nursery follows the Eat Better Start Better guidelines, from The Children's Food Trust to encourage our healthy eating ethos.

Children have access to water each meal time and have access to fresh water throughout the day. Families are encouraged to provide a water bottle for their child to enable independent access to water throughout the day.

Clothing

Parents are asked to dress their children in comfortable, easily removable and washable clothing. Children are encouraged to be as independent as possible with their toileting needs, so belts, braces and dungarees are not advisable - as they often lead to tears (and puddles) in the bathroom. They are also encouraged to do their own shoes and coats so please bear this in mind when buying them new ones.

Please do not dress children in special clothing as we undertake many varied 'messy' activities!

Clothing must be clearly named and the best way to do this is to use embroidered name-tapes. Staff cannot be expected to search for unnamed items of clothing.

In winter, your child will need a coat, splash suit, hat, gloves and clearly named Wellington boots. In summer, your child will need a sunhat and clearly named bottle of sunblock.



Parents are asked to provide a bag with a complete a change of clothing in case of any accidents.

Illness

If your child is unwell and is unable to cope with the normal nursery day then please keep him/her at home. If your child has an infectious disease then it is very important that you inform the nursery and that the child is excluded from attending according to Nursery Policy. Children will only be re-admitted to the Nursery after an illness at the discretion of the Nursery Manager. If your child is not well enough to cope with a 'routine day' then you must refrain from sending them to Nursery. *If your child becomes unwell during the day, one of the Parents/Carers will be contacted to arrange collection of the child as soon as possible.*



Medication

Nursery is willing to administer medicine when necessary. You must complete a Medical Authorisation form each day your child needs to be given medicine. These are available from the Pre School Room. Parents must hand the medicine directly to a staff member so that it can be locked away securely in the medicine cabinet.

During the summer, we spend as much time out in the sunshine as we can. We feel it is extremely important to protect their skin from the sun so we ask you to provide us with a sunhat and a clearly named bottle of suitable sun block unless you would like your child to use the nursery sun cream in which case a fee of £2.50 is required.

Accidents

Unfortunately, occasional accidents do happen and these are recorded on an accident form. If your child is hurt or injured in any way during the day an entry will be made on an accident report form and you will be asked to sign this as parent/carer (you will also be issued with a copy of the accident report) a signature is required to acknowledge that you have been told about the accident. We may also contact you if we consider it necessary.

If your child has an accident at home we ask that you let the Nursery Nurses know. They will ask you to complete a Home Accident/Injury form.

All Staff in the Pre School Room all hold certificates in Paediatric First Aid.

Early Years Foundation Stage curriculum

Since September 2008 we have been following the Early Years Foundation stage. This is a government framework for children aged between 0-5; therefore the whole nursery follows it. The Early Years Foundation stage provides a holistic and individualised framework of learning for the children in our setting. It was revised in 2012 in order to make it clearer and more focussed on the things that matter most. It places a stronger emphasis on the role of parents and the way a nursery setting involves the children's parents and works in partnership with them to maximise their child's development. It also provides the legal welfare requirements which we and every childcare setting must follow to ensure child's safety and to promote their welfare.

There are 7 areas in of learning in the Early Years Foundation stage, these are:

- Physical development
- Creative Development
- Personal, social and emotional development
- Problem solving, reasoning and numeracy
- Knowledge and understanding of the world
- Communication and language
- Literacy

We plan activities directly from the observations we make on the children to enable us to cover these areas on a daily basis. Therefore, our planning is very individual to each child and meets all of the next steps in their learning. Each child in Pre School is allocated a key person and a list of the key persons and their children is displayed in the room.

A key person provides a friendly face at nursery for the children so they can feel happy and secure. They are also responsible for keeping their child's individual files and observations up to date. You are always welcome to look at your child's individual file; just ask a member of staff.

If you would like to find out more information about the Early Years Foundation Stage then please ask a member of staff and we will be happy to answer any questions or you could visit the website: www.standards.dfes.gov.uk/eyfs



Pre-School Group

The Pre School Room staff plan suitable activities with their key children linked to the Early Years Foundation Stage. These programmes of activity are organised to ensure that each child's full potential is developed in the physical, psychological, emotional, social and cultural sense, ensuring that the child's welfare as an individual and as a member of the group is paramount at all times. The team organise suitable activity timetables around the children's interests, for a group of up to 29 children who will be entering compulsory education that September.

The Pre School group runs each day from 8.45 - 5.45 (5.15 on Fridays) in the new building. Each child is involved in a variety of activities focused on developing Pre School skills to promote school readiness, these activities include; listening, communicating, sharing, games to encourage taking turns, pre-reading and writing (i.e. number and letter recognition) and pencil and scissor control activities. In addition, every week we also introduce a letter of the week and encourage your child to learn, sound and recognise phonics (alphabet). It is our intention to help each child achieve all the skills necessary to make the transition to school easier and heighten their readiness and eagerness to learn. However, the learning in Pre School is done through play, in a holistic approach to promote each child's needs and individuality to encourage and support emotional and social confidence.

We are part of the Nursery Education Funding Scheme which means when your child is three you are entitled to 15 hours free child care per week, excluding half terms and school holidays.

Independent Learning

Independent learning is about children having opportunities and time to plan and develop their play and interests. Within child initiated time (free flow) children are able to extend and apply their learning. At nursery we encourage children to explore, take risks, make decisions, solve problems and share their achievements with others. As children they apply the knowledge and skills they gain from other areas of learning in a context, which is meaningful to them.

Child initiated learning not only provides opportunities to apply learning from other curriculum areas, but also helps children to develop skills, concentration, perseverance and the ability to work collaboratively, which can be applied to all the learning that takes place in nursery, at home and in all aspects of life.

The Nursery Nurses monitor your child's development and progress very closely completing observations and a record of your child's progress and twice a year the Nursery offers an individual open evening with parents. This is a good time to share your child's achievements and raise with staff any problems you have concerning your child. These consultations usually take place in November and June and enable both parents/carers the opportunity to talk to the Nursery Nurses in an informal, relaxed manner.

General information

Throughout the year the nursery and Parent Sub Committee organises many functions and events for all the children and their families to attend and enjoy. You will be kept informed of any forthcoming events in the monthly nursery newsletter. If you are interested in joining this committee please speak to the Manager, Alison or one of the Deputies, Philippa or Karen.

Group and Individual photographs are taken each year. Although you are under no obligation to do so, parents may order a set (or sets!) of photographs.



For the daily exchange of information it is encouraged the parents/carers arrive **BEFORE CLOSING TIME** if they want to hear about their child's day. As you can appreciate, it is a long day for the Nursery Staff and they like to leave promptly.

Nursery closes at 5.45 p.m. Monday to Thursday and 5.15 p.m. on Fridays. A fine will be levied if you collect your child after these times - it will be £5 up to the first 10 minutes late and then £10 for every period of up to 5 minutes thereafter (as by the Nursery radio controlled clock).

Please provide these items for your child to keep at nursery

Bag with a full change of clothes

Coat

Hat

Gloves

Wellington boots

Splash suit

Sun hat

Sun block (if not using nursery cream)

We hope that you and your child will have a happy time in the Pre School room. If you have any concerns or problems then please share them with us - we are here to help.

